

OFFICE OF CIVILIAN DEFENSE
CIVIL AIR PATROLGENERAL ORDERS)
NO. 1)NATIONAL HEADQUARTERS
WASHINGTON, JANUARY 7, 1942

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Section I. Origin: The origin of the Civil Air Patrol is hereby credited to the universal demand of the civil airmen of the United States to be utilized, together with their equipment and facilities, in the common defense.

Individuals and organizations have rendered distinguished service in successive stages of development of the Civil Air Patrol and such contributions are hereby acknowledged.

Section II. Purpose: The purpose of the Civil Air Patrol is to mobilize and organize the civil aviation personnel and equipment of the nation not otherwise actively engaged full-time in governmental service or commercial air transportation activities, that such may be available and effective for auxiliary service to the armed and civil defense forces of the United States, and further that civil aviation may be preserved and activated for the post-war requirements of the United States.

This should not be construed as to bar any individual from membership in this organization.

The Civil Air Patrol is further declared to be founded upon the basis of voluntary service to the national defense by the flying and ground personnel of civil aviation, augmented by personnel of special skills which are related to the operation and maintenance of civil aviation equipment and facilities.

Section III. Order of Establishment: Under date of December 1, 1941 the following statement was issued from the Office of Civilian Defense at Washington, D.C.:

"To the end that opportunity for voluntary service by especially qualified citizens may be provided, in line with the traditions of this Nation, and pursuant to the authority conferred upon me as the United States Director of Civilian Defense, by Executive Order of the President of the United States, I do hereby order established under the Office of Civilian Defense, the Civil Air Patrol. The organization will be formed and conducted as provided in the attached chart, which is hereby approved. "I have appointed Major General John F. Curry, Air Corps, as National Commander, CAP. "I call upon all persons in civil aviation to enroll and otherwise assist in this important contribution to our national defense.

(Signed) R. H. Laguardia
U. S. Director Civilian Defense"

Section IV. The Aviation Planning Staff: On the date of December 10, 1941 Director Laguardia addressed the following communication to the National Commander:

"Administrative Order No. 9, dated December 8, 1941, establishing the Civil Air Patrol, authorized an aviation Planning Staff composed of two representatives from the War Department, two from the Navy Department, two from Civil Aeronautics Administration, two from the Office of Civilian Defense, and five civil air men at large. The Aviation Planning Staff is hereby established, comprising the following persons who will serve until replaced:

General George R. Stratemeyer, War Department
Major Alexis B. McNullen, War Department
Captain A. W. Radford, Navy Department
Lt. Cdr. A. W. Wheelock, Navy Department
Mr. Earle Southes, Civil Aeronautics Administration
Mr. C. I. Stanton, Civil Aeronautics Administration
Mr. T. Semmes Wainwright, Deputy Director, Office of Civilian Defense
Mr. Reed G. Landis, Aviation Aide to the Director, Office of Civilian Defense
Mr. Roger W. Kahn, 654 Madison Avenue, New York City
Mr. Henry King, 645 Multrild Road, Los Angeles, California
Mr. Harry Coffey, 429 American Bank Building, Portland, Oregon
Mr. Harry Plyford, First National Bank Building, St. Petersburg, Florida
Mr. Egbert P. Lott, 5959 South Cicero Ave., Chicago, Illinois

"As Aviation Aide to the Director, Mr. Landis will act as Chief of the Aviation Planning Staff. The Staff shall be a research and advisory body reporting to the Director, OCD. Its duties shall be the investigation and reporting on any programs which it may have suggested to it from any source, or originate itself, having to do with the conduct of Civil Air Patrol or other aviation programs within the OCD, or utilizing such facilities. Its reports will be submitted by the Aviation Aide to the Director, OCD, for approval before being placed in operation or given publicity.

"I designate Gill Robb Wilson of Trenton, New Jersey, to be the Acting Executive Officer of Civil Air Patrol, and approve the attached outline of duties and responsibilities of various persons in connection with the Civil Air Patrol.

(Signed) F. H. LaGuardia
U. S. Director of Civilian Defense"

Section V. Tactical Administrative Organization Chart:
The Tactical Administrative Organization Chart designates the command and staff personnel for the organization of the Civil Air Patrol.

The channels of command and administration are as indicated on this Tactical and Administrative Organization Chart.

Section VI. Regional Commanders: Regional Commanders shall establish Regional Headquarters of CAP, with the aid and consent of the Regional Directors of O. C. D. in such quarters as are made available at the Regional offices of OCD, or at such other place or places within the Region of OCD as shall be mutually agreeable to both and effective in the interests of national defense. Regional Commanders shall report directly to the National Commander.

Duties of Regional Commanders: Included in the duties of Regional Commanders shall be:

- (a) Supervision and coordination of Wing Organization.
- (b) Liaison of CAP with armed and civil defense authorities within the Region.
- (c) Transmission of General Orders and policies of National Commander to Wing Organizations.
- (d) Reports to National Commander of Wing organization and activities.

Section VII. Appointment of Wing Commanders: The appointment of the following Wing Commanders is announced:

Alabama, Harold F. Wood, Wood Chevrolet Co., Birmingham
Arizona, Carl C. Knier, Box 649, Phoenix, Arizona
Arkansas, Gilbert Leigh, 210 Louisiana St., Little Rock
California, Bertrand Rhine, 729 Citizens Natl. Bank Bldg.,
Los Angeles
Colorado, Major W. W. Agnew, National Guard Hangar, Denver
Connecticut, Thomas H. Lockhart, Box 537, Hartford
Delaware, Holger Hoiriis, 200 West 9th St., Wilmington
Florida, Major Wright Vermilya, Jr., P. O. Box 1926
West Palm Beach
Georgia, Winship Nunnally, P. O. Box 1516, Atlanta
Idaho, A. A. Bennett, State Director of Aeronautics, Boise
Illinois, Jack Vilas, Sr., 30 No. Wacker Drive, Chicago
Indiana, Walker W. Winslow, 612 Board of Trade Bldg., Indianapolis
Iowa, Lt. Col. Daniel F. Hunter, State House, Des Moines
Kansas, J. Howard Wilcox, Anthony
Kentucky, Albert H. Near, Kentucky Aeronautics Commission,
Bowman Field, Louisville
Louisiana, Byron A. Armstrong, New Orleans Airport, New Orleans
Maine, Guy P. Gannett, State Airport, Augusta
Maryland, Arthur C. Hyde, Congressional Airport, Rockville
Massachusetts, Gordon C. Prince, P. O. Box 225, South Hamilton
Michigan, S. B. Steers, Capital City Airport, Lansing
Minnesota, Major Leslie L. Schroeder, 3016 James Ave. So.,
Minneapolis
Mississippi, Mitchell Robinson, Woodland Hill, Jackson
Missouri, Major Wm. B. Robertson, Lambert-St. Louis Municipal
Airport, Robertson
Montana, Herman H. Henrickson, 210 City Hall, Billings
Nebraska, I. V. Packard, Nebraska Aeronautics Commission, Lincoln
Nevada, E. J. Questa, First National Bank, Reno
New Hampshire, Russell Hilliard, New Hampshire Aeronautics
Commission, Concord
New Jersey, George A. Viehmann, Somerset Hills Airport,
Basking Ridge
New Mexico, Harllee Townsend, Jr., P. O. Box 274, West
Mesa Airport, Albuquerque
New York, Lt. Cdr. Beckwith Havens, Hangar D, Roosevelt
Field, Garden City, L. I.
North Carolina, Junius M. Horner, Jr., Jackson Building,
Asheville
North Dakota, Arthur M. Sampson, State School of Science,
Wahpeton
Ohio, Earle L. Johnson, Room 501 Wyandotte Bldg., Columbus
Oklahoma, Moss Patterson, The Liberty National Bank,
Oklahoma City

Oregon, Capt. Leo G. Devaney, Lumbermens Bldg., Portland
Pennsylvania, William L. Anderson, Harrisburg Airport,
New Cumberland
Rhode Island, Willard M. Fletcher, Theodore Francis Green
Airport, Hills Grove
South Carolina, Dexter C. Martin, South Carolina Aeronautics
Commission, Columbus
South Dakota, T. B. Roberts, Jr., South Dakota Aeronautics
Commission, Pierre
Tennessee, Lt. Col. Herbert Fox, Berry Field, Municipal
Airport, Nashville
Texas, D. Harold Byrd, White Plaza Hotel, Dallas
Utah, Joseph Bergin, 439 State Capitol Bldg., Salt Lake City
Vermont, Frederick W. Shepardsen, State House, Montpelier
Virginia, Allan C. Perkinson, 924 State Office Bldg., Richmond
Washington, Philip H. Hinkley, 2nd Floor State Armory, Spokane
West Virginia, David M. Giltinan, State Board of Aeronautics,
Charleston
Wisconsin, Seth W. Pollard, Waukesha
Wyoming, W. Dillard Walker, Plains Airways, Inc., Cheyenne

Section VIII. Designation of Uniforms: Uniforms are being designated by the Quartermaster Corps of the War Department, which division will also furnish specifications. These specifications will be submitted to manufacturers. Uniforms can be secured by personnel entitled to secure them through placing orders with the Squadron Commanders who will be informed by the Wing Commanders where the uniforms can be purchased. If they desire, any volunteer of the Civil Air Patrol may secure, through channels, a copy of the uniform specifications and color designation and have the uniform made privately by any tailor.

Uniforms may be worn by any member of the Civil Air Patrol at any time, but must be worn by all personnel when on active duty assignment and at all formations, drills and formal occasions, or upon such other occasions as individuals may be officially representing the Civil Air Patrol.

Section IX. Designation of Insignia: The insignia for the Civil Air Patrol has been designed and approved by the Heraldry Section of the Quartermaster Corps. Insignia shall be secured through the Squadron Commander to whom it shall be transmitted by channels from National Headquarters. CAP insignia is patented by the Government of the United States and shall not be worn by unauthorized persons.

Pilot and observer insignia (wings) will be of metal and will be purchased by personnel entitled to secure them from the Squadron Commanders who will be informed through channels where the insignia can be purchased.

Wing, Group and Squadron insignia will be submitted to the National Headquarters for approval before it is used.

Section X. Procedure for Enlistment:

1. Application for enlistment shall be made upon those forms which have been printed and distributed among the civil airmen of the United States for that purpose by the Office of Civilian Defense.

2. No application for enlistment will be considered which is lacking in any of the fundamental information nor on which the Oath of Allegiance to the United States remains unsigned.

3. No application for enlistment shall be considered unless such application is accompanied by the completed fingerprint card furnished by the Federal Bureau of Investigation for this purpose and filed by the applicant together with three full-face photographs of the applicant.

4. Upon check of eligibility by the F.B.I., information shall be transferred from the application to a duplicate service record made out according to the name and serial number of the applicant, one copy of which shall be retained in the files at National Headquarters of the Civil Air Patrol, and the other copy of which shall be forwarded to the Wing Commander for assignment to proper Group and Squadron.

5. Upon receipt of the application of enlistment, form notice shall be immediately mailed to the applicant of the receipt of the application at National Headquarters.

6. Accompanying the service record of the applicant which is returned to Squadron through channels there shall be an identification card with photograph of the applicant attached and stamped by the seal of the Civil Air Patrol of the Office of Civilian Defense which identification card shall be ultimately delivered to the applicant by the Squadron Commander unless at any point of command, in the Wing, the Group or the Squadron, reasonable grounds for withholding the identification card from the applicant shall have been filed at the National Headquarters of the Civil Air Patrol, in which case the application shall be reviewed by Board appointed for such purpose by the National Commander.

7. Upon assignment of the applicant, the Squadron Commander shall be responsible for transmitting through channels the date of assignment, classification, Group and Squadron of each person enlisted in his Squadron. Following the organization of the Squadron, a monthly report of transfers, promotions, changes in flight ratings, training courses completed, commendations, or disciplinary actions shall be forwarded on the first of each month through channels to National Headquarters of the Civil Air Patrol.

Section XI. Assignment to Duty: Before assignment to duty:

(1) Each pilot must produce a currently acceptable pilot certificate issued by the Civil Aeronautics Administration for the inspection of the Flight Leader.

(2) Flight Leaders shall not place any person on flying duty until the Flight Leader has personally seen and inspected the CAA certificate of said person.

(3) No pilot shall be placed on flying status until the Flight Leader has checked out such pilot or knows definitely and personally that such pilot is competent to fly the aircraft to which he is assigned, under conditions meeting all requirements of the regulations of the Civil Aeronautics Administration.

(4) Non-flying personnel shall be placed on a duty status only after the Flight Leader has assured himself of the loyalty and integrity of the person concerned.

Section XII. Instruction on Wing Organization: The Wing Commander shall be responsible for organization of Civil Air Patrol personnel in his State according to the plan set forth in the Tactical and Administrative chart of the Civil Air Patrol.

Successive steps of organization are suggested as follows:

(a) Selection of location of Wing Headquarters.

(b) Secure clerical assistance by seeking cooperation of State Governor and State Defense Council authorities.

(c) Selection of Executive Officer. The Executive Officer should have available time, be familiar with the affairs of the State, a capable organizer, and able to work under pressure. He need not be a pilot.

(d) Selection of Wing Staff. Each man on the Wing Staff is of vital importance. All Unit Staff officers are of equal rank.

Duties and Qualifications of Staff Officers

The Adjutant - Keeps the records; transmits orders of the Commander and Executive Officer; must be a pilot or observer.

Personnel and Medical Officer - Responsible for mental and physical fitness of personnel. Reports on discipline and attitude of personnel. Makes recommendations to Commanding Officer if personnel are unfit for flight duty. Need not be a pilot. Will handle personnel records under direction of the adjutant at the discretion of the Commanding Officer.

Intelligence and Public Relations Officer - Handles publicity; secures public understanding of the work and purpose of Civil Air Patrol; provides confidential information for Unit Commander; need not be a pilot.

Training and Operations Officer - Must be an experienced pilot. Responsible for training within the unit. Plans and supervises missions. Responsible for carrying out the orders of the Commanding Officer in relation to all operations.

Equipment and Supplies Officer - Responsible for all unit property and records of same. Need not be a pilot.

Transportation Officer - Has charge of all ground transportation matters. Need not be a pilot.

Communications Officer - Must be an experienced radio operator. Has charge of all communications, radio, telegraph and telephone. Is responsible for weather reports, message centers, etc.

Where desirable the Wing Commander may assign a Staff Officer to more than one section and he may also appoint assistant section officers if desirable. The judgment of the Wing Commander will be relied upon to make any adjustments which to his mind increase the efficiency of his command. He may remove or appoint staff officers at any time or transfer staff personnel from one section to another.

The Wing Commander is responsible for the training of his staff, the understanding by each of his exact duties, privileges and responsibilities. He will hold frequent staff meetings, keep his staff constantly informed of his policies and decisions and have them advise and counsel with him upon all vital matters. He will depend upon his staff to carry out the work of the Wing, rather than attempt to do all the work himself. He should not fear to delegate authority and should back up the judgment and decisions of his staff members, unless he is convinced they are unsound.

(e) When Wing Headquarters has been selected and the Wing Staff chosen, the Wing Commanding Officer with the advice of his staff shall analyze his potential Wing strength, and the logical locations for Group organizations. This problem will differ in each State. Density of aeronautic population and geographical considerations will influence his judgment. As a basic rule the Wing Commander will take the number of certificated pilots in his State and double this number to allow for student pilots now coming along, and for ground personnel. If the Wing Commander keeps this figure in mind (double the number of his State pilots) he will have a basis for the number of Groups he must eventually organize. However, in the beginning the judgment of each Wing Commander must determine the number of Groups he wishes to currently activate.

(f) When Group Commanders have been chosen and appointed, the Wing Commander shall help each such Group Commander to establish Group Headquarters and a Group Staff.

(g) Training Directives will be forwarded directly from National Headquarters to the Wing Commanders who shall be responsible for transmitting them to the Group Commanders who shall in turn transmit them to the Squadron Commanders.

(h) The Wing Commanders have authority to grant permission to persons properly enrolled in the Civil Air Patrol to paint or otherwise place the insignia of the Civil Air Patrol upon their aircraft or automobiles.

JOHN F. CUNRY
Major General, Air Corps
National Commander, Civil Air Patrol

By:

GILL ROBE WILSON
Rescutive Officer